ARL Statistics 2011–2012 Worksheet

This worksheet is designed to help you plan your submission for the 2011–2012 ARL Statistics. The figures on this worksheet should be similar to those in the “Summary” page of our web form, except in cases where data are unavailable. If an exact figure is unavailable, leave it blank. The Primary Contact should carefully review the totals for each question; and if they are not representative of the overall institution, the Primary Contact can mark the question NA/UA at the publication level screen.

Reporting Institution ___________________________ Date Returned to ARL __________

Report Prepared by (name) ____________________________

Title ____________________________

Email address ____________________________ Phone number ____________________________

Contact person (if different) ____________________________

Title ____________________________

Email address ____________________________ Phone number ____________________________

COLLECTIONS:

1. Titles held June 30, 2012 (all formats) (1)___________

2. Volumes held June 30, 2012 (print plus electronic) (2)___________

3. Basis of print volume count is (3) _____ Physical

________ Bibliographic

4. Electronic books (included in question 2) (4)___________

5. Are the below figures reported in Canadian dollars? (5) _____ Yes _____ No

EXPENDITURES

6. Total Library Expenditures (exclude fringe benefits) \((7 + 8 + 9)\) (6)___________

7. Total Library Materials Expenditures \((7a + 7b + 7c)\) (7)___________

7a. One-time resource purchases (7a)___________

7b. Ongoing resource purchases (e.g. subscriptions, annual license fees) (7b)___________

7c. Collection support (7c)___________
8. Total Salaries and Wages \((8a + 8b + 8c)\)

(Exclude fringe benefits; **Report fringe benefits in question 10**) \(8\) __________

- 8a. Professional staff (exclude fringe benefits) \(8a\) __________
- 8b. Support staff (exclude fringe benefits) \(8b\) __________
- 8c. Student assistants (exclude fringe benefits) \(8c\) __________

9. Other operating expenditures \(9\) __________

**FRINGE BENEFITS** (Provide a detailed footnote on what this includes)

10. Fringe benefits \(10\) __________

11. Official designated percent \(11\) __________

**EXPENDITURES FROM EXTERNAL SOURCES**

12. Consortia/Networks/Bibliographic Utilities Expenditures from External Sources \(12\) __________

**PERSONNEL** (Round figures to nearest whole number)

13. Total Staff FTE \((13a + 13b + 13c)\) \(13\) __________

- 13a. Professional staff, FTE \(13a\) __________
- 13b. Support staff, FTE \(13b\) __________
- 13c. Student assistants, FTE \(13c\) __________

**INSTRUCTION**

14. Number of library presentations to groups \(14\) __________

- 14a. Is the library presentations figure based on sampling? \(14a\) _____Yes _____No

15. Number of total participants in group presentations reported in line 14 \(15\) __________

- 15a. Is the total participants in group presentations figure based on sampling? \(15a\) _____Yes _____No

**REFERENCE**

16. Number of reference transactions \(16\) __________

- 16a. Is the reference transactions figure based on sampling? \(16a\) _____Yes _____No
### CIRCULATION

17. Number of initial circulations (excluding reserves)  
(17)______________

### USE OF ELECTRONIC RESOURCES (following COUNTER definitions)

18. Number of successful full-text article requests (journals)  
(18)______________

19. Number of regular searches (databases)  
(19)______________

20. Number of federated searches (databases)  
(20)______________

### INTERLIBRARY LOANS

21. Total number of filled requests provided to other libraries  
(21)______________

22. Total number of filled requests received from other libraries or providers  
(22)______________

### DOCTOR’S DEGREES AND FACULTY

23. Number of Doctor’s Degrees awarded in FY2011-2012  
(23)______________

24. Number of fields in which Doctor’s Degrees can be awarded  
(24)______________

25. Number of full-time instructional faculty in FY2011-2012  
(25)______________

### ENROLLMENT – FALL 2011

26. Full-time students, undergraduate and graduate  
(26)______________

27. Part-time students, undergraduate and graduate  
(27)______________

28. Full-time graduate students  
(28)______________

29. Part-time graduate students  
(29)______________

### FOOTNOTES

NOTE: Any large shifts in reported data compared to last year should be explained with a footnote.

Submit the completed questionnaire  
By October 15, 2012

For assistance, please e-mail or Google chat: stats@arl.org  
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